European Commission

Community Research

Guidelines

Marie Curie Fellowships

Guidelines for the Implementation of Marie Curie Host Fellowship Contracts 1999 - 2002

also available at: http://www.cordis.lu/improving

The main text of this document refers to the implementation of all Marie Curie Host Fellowship contracts. However, the annexes refer specifically to Training Site contracts.

IMPROVING HUMAN RESEARCH POTENTIAL
AND THE SOCIO-ECONOMIC KNOWLEDGE

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Preface

The purpose of this document is to explain the main points of implementation of a Marie Curie Host Fellowship contract and the most common issues that may arise during the fellowship.

Please note that within Marie Curie Fellowships there are *Individual Fellowships* and *Host Fellowships*. This guide refers to *Host Fellowships* only.

There are three types of *Host Fellowships*:

- *Industry Host fellowships;*
- *Development Host fellowships;*
- *Training Sites.*

This document is supplementary to, and not in substitution of, the contract agreed between the European Commission and the Host Institution.

For any questions please contact the persons listed in Section 5.

Note that the information in this document and the annexed forms may change over time and that the latest version of the document and the forms is available on the website **http://www.cordis.lu/improving**.

1. Host Fellowships: Basic Terminology and Implementation Steps

1.1. Definitions

Concept	Description
Marie Curie fellowship	Fellowship awarded by the European Community, as part of the Fifth Framework Programme for research, technological development and demonstration. Marie Curie fellowships are co-ordinated by the Human Potential programme, but they are offered by the thematic programmes of the Fifth Framework Programme as well.
Marie Curie fellow (fellow)	Individual researcher carrying out research with the funding of a Marie Curie fellowship.
Category 20 fellow *(for Industry Host fellowships)*	Postgraduate young researcher holding a degree obtained from a university or equivalent institution of higher education, which qualifies him/her to embark directly on a doctorate or equivalent degree.
Training Site fellow	Postgraduate young researcher holding a degree obtained from a university or equivalent institution of higher education and carrying out doctoral studies.
Category 30 fellow *(for Industry Host and Development Host fellowships)*	Postdoctoral young researcher with the necessary research experience, typically researcher with a doctoral degree or at least four years experience at post-graduate level other than doctoral studies.
Host institution	The legal entity hosting the fellow(s).
Industry Host:	Any legal entity whose principle activity is of an industrial or commercial nature, located in a EU Member State or an Associated State selected for a *Marie Curie Industry Host Fellowship*.
Development Host:	Any organisation active in research, such as a university, research centre, industrial or commercial enterprise, located in a qualifying Less-Favoured Region within the EU Member States selected for a *Marie Curie Development Host Fellowship*.
Training Site:	A clearly identifiable part of an institution, such as a research group or interrelated research groups within the same institution, located in a EU Member State or an Associated State selected for a *Marie Curie Training Site*.
Multipartner Training Site:	"Organisers of international doctoral studies" considered as any organisation (either a network of participating organisations with a co-ordinating organisation or a separate co-ordinating legal entity) that runs a doctoral training programme for students from different countries. At least 5 organisations in 3 different EU Member States or Associated States must take part in the doctoral training programme which operates through a formal agreement around a specific scientific area of research. One organisation within the site will be the contracting organisation.

Implementation plan	A practical plan that may be requested by the Commission services describing the arrangements for a *Multipartner Training Site*. This plan is referenced from within the contract.
Host laboratory	Department or laboratory in the host institution where the fellow(s) carries out the research project(s) of the fellowship(s).
Host country	Country where the host laboratory is located.
Co-ordinator	Person at the host institution acting as a link between the host institution and the Commission. The co-ordinator could also act as "scientist in charge".
Scientist in charge	Person at the host institution responsible for scientific supervision of fellow(s).
Academic supervisor	Person responsible for academic supervision of the fellow's doctoral studies.
Administrative officer	Person at the host institution responsible for the administration of the fellowship(s).
Participants	Following the rules for participation, this refers to both the host institution and the fellow(s).
Contract	The contract between the Commission and the host institution.
Contractor	The host institution.
Agreement	The contractual arrangement between the host institution and the fellow, normally a work contract or an appointment equivalent to that.
Project	Research work carried out by the fellow at the host institution, as referred to in Annex I to the contract.
General conditions	Annex II of the contract.
Impact assessment	Measuring effects of the fellowships on the scientific careers, host institutions, European science etc.
National Contact Point (NCP)	National authority responsible for providing information on the programme. There is a National Contact Point for Marie Curie fellowships in each EU Member and Associated State.
Marie Curie Fellowship Association (MCFA)	Alumni association for Marie Curie fellows. The association has local/national groups in nearly all EU Member and Associated States.

1.2. Implementation Steps

Following the conclusion of contract negotiation the major implementation steps of the fellowship are:

1. Signature of the contract (Section 2.1.).
2. Publication of fellowship positions by the host institution (Section 2.2.).
3. Selection of the fellow(s) by the host institution (Section 2.3.).
4. Confirmation of the selected fellow(s) by the Commission (Section 2.4.).
5. Conclusion of an agreement between the fellow and the host institution (Section 2.5.) (after the signature of the contract, but before the start of the fellowship).
6. Request for payment of advance (Section 3.1.) after the Commission's confirmation of the first fellow.
7. Periodic reporting and request for periodic payments (Section 3.2.).
8. Final reporting and request for final payment after the end of the contract (Section 3.3.).

2. Actions before the Fellowship starts

2.1. The Contract between the Commission and the Host Institution

Signature of the contract

After the Commission has made a decision for funding on the basis of the evaluation of the proposal submitted by the host institution and after successful contract negotiation, a contract will be sent to the host institution. The person authorised to sign contracts on behalf of the host institution signs the contract and the host institution sends it back to the Commission for signature. This should normally be done within one month of reception of the contract. Following signature by the Commission one copy is returned to the contractor.

The contract enters into force with the signature of both contracting parties, i.e., the host institution and the Commission (Article 2(1) of the contract).

2.2. Publication of fellowship positions

Independent publication by the host institution

The contractor is required to publicise the fellowship positions available to as many potential applicants as possible by its usual or other relevant means of advertising. In particular, the contractor shall provide the Commission with the necessary information on the fellowship positions, in order for this to be disseminated on the Commission's Internet site, as specified in Article 2(4)(a) of the general conditions.

It is recommended that advertisements are published in both paper publications (press advertisements) and on appropriate electronic recruitment sites. The level of advertising should be appropriate to the size of the application. This is particularly the case for *Multipartner Training Sites* and other large applications.

A proper advertisement should leave applicants enough time to apply; in order for this to be acceptable, open fellowship positions must be published at least 10 working days before the selection of the fellow(s) takes place.

It is recommended to keep all relevant information regarding the advertisement of fellowship positions on file, as this may be required at a later stage in case of an audit by the Commission services or the European Court of Auditors.

Commission vacancy search facility

The Commission puts the advertisement for recruitment of fellows, which is included in the proposal form on its Internet site **http://www.cordis.lu/improving** (under Marie Curie Fellowships: "Vacant Positions for Researchers in Marie Curie Hosts").

The vacancy search facility contains the project description supplied with the original proposal. The project description can be amended by contacting the Commission services. The specific vacancies for each fellowship can be created and updated by each host institution directly on to

the web site using the login provided by the Commission. The vacancy search facility is described in more detail in Annex 2.

2.3. Selection of the Fellow(s)

The host institution must select the best fellow(s), on the basis of his/her (their) scientific ability and of the compatibility of his/her (their) research experience with the scientific area of the fellowship.

The contractor endeavours to assure equal access opportunities towards all applicants and in particular a fair female representation. To that end, it seeks and encourages female candidates in advertising fellowship positions and it pays a particular attention to ensure no gender discrimination.

2.4. Confirmation of the Selected Fellow(s)

The contractor shall request from the Commission, in the format specified in Part E-4 of Annex II to the contract, the confirmation of the selected fellow(s).

The selected fellow(s) is (are) deemed to be confirmed within 10 working days after the date of receipt of the request by the Commission. The selection shall take effect once it has been confirmed by the Commission.

Note that the confirmation of the selection of the fellow will include a date by which the fellow must have started work. This date must not be more than 6 months from the date of selection of the fellow. If the fellow does not start work within this period it will be necessary for the host institution to carry out a new selection.

Each fellow will be given a "fellow number" upon confirmation. This number should be used from then on when making reference to the fellow.

In order to assist in the confirmation of selected fellows, host institutions should send a photocopy of the fellows' passport in order to verify name and nationality.

2.5. The Agreement between the Host Institution and the Fellow

Before starting the project, the host institution must make an agreement with the fellow (Article 4(1) of the general conditions). There is no special Commission form for such an agreement, but the National Contact Points[1] might provide model agreements. Both the fellow and the host institution sign the agreement.

[1] Names and details of National Contact Points can be found on the Internet site **http://www.cordis.lu/fp5/src/ncps.htm**

Contents of the agreement

In the agreement, the points mentioned in Article 4 of the general conditions of the contract must be covered. Concerning these points, the following should be noted:

- the law applicable to the agreement is normally that of the host country (country where the host laboratory is located);
- the fellow should be covered under a social security scheme.

In the agreement, the host institution should additionally take into account its obligations towards the Commission, as mentioned in the following articles of the general conditions of the contract:

- Article 3(2)(i) (assistance to the Commission in the follow-up);
- Article 7(3) (liability);
- Article 8 (termination);
- Article 14 (technical verification and audit).

For instance, the agreement can include a clause specifying that the agreement may be terminated, if the contract is terminated by the Commission or if the fellow has made false declarations or withheld information or if the fellow does not fulfil his/her contractual obligations (including working on the project in accordance with the approved project description).

2.6. Information on Fellow's Project

At the start of the fellow's project, the contractor shall submit to the Commission the name of the scientist in charge and, if applicable, the name of the academic supervisor, as well as a description (abstract) of the project connected to the fellow, using the "**Information on Fellow's Project"** form (Annex 3).

2.7. Start and Duration of the Fellowships

Deadline for start of the fellowship

After the contract has entered into force, the commencement date of the first selection procedure in the sense of Article 2(4) of Annex II to the contract and the commencement date of the first project must be within the time limit given in Article 2(1) of the contract (normally eight months). If this is not possible, the host institution must make a justified request to the Commission to extend the deadline. Justifications would normally include the following: that a reasonable effort has been made to advertise the post (listing adverts and publications) and that a plan is in place to promote the vacancy and recruit fellows.
Only in duly justified cases may the Commission approve to extend the deadline.

As soon as the Commission has confirmed the first fellow(s), the host institution may request the payment of the advance (see Section 3.1.).

Duration of fellowships and fellow's project / research training

The duration of each fellow's project / research training is as follows:

- *Industry Host Fellowships:*
  - *Category 20:*
    - Postgraduate fellows: 6 to 24 months;
    - Postgraduate fellows pursuing doctoral studies as part of their research training at the company: 6 to 36 months;
  - *Category 30:* Post-doctoral fellows: 6 to 24 months;
- *Development Host Fellowships*: Post-doctoral fellows: 6 to 24 months;
- *Training Sites*: Doctoral fellows: 3 months to 1 academic year.

For *Industry Host fellowships* only, requests for a change in fellowship type (Post-doctoral / Postgraduate and vice versa) should be justified and should be made in writing to the contract officer named at the end of this document. Under no circumstances will such a change involve a higher financial contribution of the Commission to the fellowship.

Administrative matters for the fellow(s)

The fellow(s) must take care of necessary immigration and visa requirements. The fellow(s) should also clarify his/her tax and social security status. Further information about taxation and social security may be given by the host institution, the National Contact Points and local authorities. See also the following European Commission Employment and Social Affairs DG website:
http://europa.eu.int/comm/dg05/elm/eures/en/information/soc_sec.htm.

Further sources of information can be found in Section 5.

3. Reporting and Commission Payments

The payment and reporting procedures are given in Articles 3 and 4 of the contract and in Articles 5 and 6 of the general conditions.

Payments of the Community contribution

The Commission will pay the host institution yearly on the basis of requests for payment.
The normal distribution is as follows:

- an advance of 40% of the Community contribution;
- three periodic payments, each of an equal amount of 15%;
- the final payment of 15%.

If the last project terminates before the end of the contract, as stipulated in Article 2(2), the co-ordinator may request the final payment with the submission of the final report.

Contents of the Community contribution

The Community contribution is a flat-rate amount given in Article 3(1) of the contract, consisting of:

- *Industry Host fellowships*:
  (i) a subsistence allowance - according to the reference rates provided in the Guide for Proposers - and (ii) a mobility allowance of 400 euro/fellow-month **for the fellow(s)**. Please note that the actual costs of the return travel between the fellow's last country of activity and that of the host institution must be paid to the fellow(s) by the host institution;
- *Development Host fellowships:*
  (i) a subsistence allowance - according to the reference rates provided in the Guide for Proposers - and (ii) a mobility allowance of 400 euro/fellow-month **for the fellow(s)**, and (iii) a contribution towards the research and management costs of 900 or 1200 euro/fellow-month - the higher amount is for experimental/laboratory based projects - and (iv) a contribution to the return travel costs between the fellow's last country of activity and that of the host institution of 50 euro/fellow-month **for the host institution***;*
- *Stays at Marie Curie training sites*:
  (i) a subsistence allowance of 1200 euro/fellow-month **for the fellow(s)**, and (ii) a contribution towards the research and management of 900 or 1200 euro/fellow-month - the higher amount is for experimental/laboratory based projects - and (iii) a contribution to the return travel costs between the fellow's last country of activity and that of the host institution of 100 euro/fellow-month **for the host institution**.

As all amounts are flat-rate amounts, there is no need for cost statements justifying all the costs.

3.1. The Advance Payment

The request for payment of advance shall be submitted to the Commission by the host institution soon after the Commission's confirmation of the first fellow(s) using the form in part E-1 of the contract (see Annex 1). Note that the first fellow need not have started work at the submission of this request. The request is signed by the administrative officer and the co-ordinator. The Commission shall pay within 60 days from receiving the request for payment of advance.

Note that the date of the request for payment of advance is the reference date from which the annual periodic reporting starts.

For impact assessment purposes, a questionnaire will be sent to both the fellow(s) and the co-ordinator soon after the fellowship(s) has (have) started.

3.2. The Periodic Reports and Periodic Payment

Within two months after the end of the reference period stipulated in Article 4(3) of the contract (usually each 12 months), the host institution shall request the periodic payments using the form in part E-2 of the contract (see Annex 1). The request is signed by the administrative officer and the co-ordinator. The periodic scientific reports and the periodic financial reports shall be annexed to the request. They cover a period of 12 months from the date of the request for payment of advance, and thereafter successive periods of 12 months.

The **periodic scientific report** (Annex 4) is signed by the co-ordinator. The main purpose of the periodic scientific reports is to ascertain that the work of the fellowship(s) is performed as described in the project proposal.
Each periodic scientific report describes the progress for each fellow during the period covered by the report (this will often involve periods of less than 12 months for a particular fellow).
For *Industry* and *Development Host Fellowships*, this report will also include a **final fellow report** for any fellow who has completed his/her fellowship during the reporting period
The periodic scientific reports will have to be approved by a scientific officer at the Commission services.

The **periodic financial report** (Annex 6) is signed by the co-ordinator. The purpose of the periodic financial reports is to ascertain that the fellows have been paid what they are due. It is checked by an administrative officer at the Commission services.

If the Commission has made no observations on the reports within two months of receiving them, the reports are deemed to be approved (Article 6(3), fourth subparagraph, of the general conditions). From the approval of the reports, the Commission shall pay within 60 days in accordance with Article 5 of the general conditions.

3.3. The Final Reports and the Final Payment

Within two months after completion of the last project (i.e. departure of final fellow) or within 48 months from the start of the contract, the host institution shall request the final payment using the form in part E-3 of the contract (see Annex 1). The request is signed by the administrative officer and the co-ordinator. The final scientific report and the final financial report shall be annexed to the request. They cover the entire duration of the project(s), not only the period after the last periodic reports.

The **final scientific report** (Annex 5) is signed by the co-ordinator. The main purposes of the final scientific report are to ascertain that the project(s) was (were) performed as described in the project proposal and to provide information to the Commission on the success and results of the fellowship(s).
The final scientific report describes the progress for all fellows for the whole fellowship contract. For *Industry* and *Development Host Fellowships*, it will also contain a **final fellow report** for those fellows who have completed their fellowships since the last periodic scientific

report (there is no need to submit final fellow reports that have previously been sent to the Commission).
The **final scientific report** will have to be approved by a scientific officer at the Commission services and in some cases by external scientific experts.

The **final financial report** (Annex 7) is signed by the co-ordinator. The purpose of the final financial report is to ascertain that the fellows have been paid what they are due. It is checked by an administrative officer at the Commission services.

If the Commission has made no observations on the reports within two months of receiving them, the reports are deemed to be approved (Article 6(3), fourth subparagraph, of the general conditions). From the approval of the reports, the Commission shall pay within 60 days in accordance with Article 5 of the general conditions.

3.4. The Final Fellow Report

For *Industry* and *Development Host Fellowships*, each fellow will complete a **final fellow report** (Annex 6) on completion of their fellowship project. This report will be attached to either the periodic scientific report or final scientific report, as described above in Section 3.2. or 3.3.

4. Specific Issues

4.1. Payments to the Fellow(s)

The allowances to the fellow(s) consist of the subsistence allowance and the mobility allowance in the case of *Industry Host* and *Development Host fellowships*, and subsistence allowance only in the case of *Stays at Marie Curie Training Sites*.

The amounts of the payments to the fellow(s)

The amounts of the allowances are given in Annex I of the contract[2] and further explained in Article 12 of the general conditions. From the total subsistence allowance paid by the Commission, the social security contributions of the host institution (employer contribution) are deducted to obtain the gross salary of the fellow(s). From this, tax and social security contributions of the fellow are deducted to obtain the net salary of the fellow(s).

In the case of *Industry Host* and *Development Host fellowships*, the general conditions distinguish between the subsistence allowance (Article 12(1)(a) of the general conditions) and the mobility allowance (Article 12(1)(b) of the general conditions), in order to facilitate possible different tax treatment of them. Generally, the mobility allowance is either not taxed or receive a different tax treatment than the subsistence allowance. However, taxation is subject to national laws in force and therefore may differ from country to country.

Information about taxation and social security can be given by the host institution, the National Contact Point and local authorities. See also the following European Commission Employment and Social Affairs DG website:
http://europa.eu.int/comm/dg05/elm/eures/en/information/soc_sec.htm.

If the amounts to be allocated to a fellow increase due to a change in the Work Programme of the Human Potential programme, the new amounts will be applied also to ongoing contracts (Article 13 of the general conditions).

The modalities for payments to the fellow(s)

The modalities for payments to the fellow(s) are given in Article 4(2) of the general conditions.

As far as possible in view of national law, the host institution shall pay to the fellow(s) the salary (subsistence allowance) and the mobility allowance monthly from the start of the fellowship(s), even before the advance has been paid by the Commission. It is important that the full amount due to the fellow(s) has been paid by the end of the fellowship(s).

The total return travel costs between the fellow's (fellows') last country of activity and the host country should be reimbursed to the fellow(s) by the host institution based upon the real cost of travel tickets.

[2] The contract is also available on the Internet site **http://www.cordis.lu/fp5/mod-cont.htm**

4.2. Research and Management Costs

In the case of *Development Host fellowships* and *Stays at Marie Curie training site*, the Community contribution includes a contribution towards the research and management costs. However, irrespective of the amount of this contribution, **the host institution must cover all the research and management costs connected to hosting the fellow(s) and the implementation of the project(s)** (Article 12(2) of the general conditions) as defined in the proposal. These costs include, e.g.,

- advertising of the fellowship positions;
- research material (consumables);
- publication of research results;
- participation at conferences or other scientific events deemed necessary or useful;
- inscription fees and costs for doctoral courses;
- management costs and overheads associated with the fellow.

At the host institution, the co-ordinator / scientist in charge is the scientific authority on the fellow's (fellows') project(s). Therefore, he/she should determine what conferences and scientific events are necessary or useful for a proper performance of the project(s).

Please note: The Community contribution to the research and management costs of the project is not intended for buying equipment, including standard PCs. Article 3(2)(b) of the general conditions states that the host institution must have "the means, including the infrastructure, equipment and products, for implementing the project". Non-standard computer software especially needed for the project, as well as, for instance, buying computing time on supercomputers, is comparable to consumables like chemicals etc. and can therefore be financed with this contribution.

4.3. Changes in the Fellowship

The Commission has awarded the fellowship on the basis of the information given in the proposal, which specifies the host institution, and the research area. Therefore, these cannot normally be changed.

If it becomes necessary to change the host institution (this will be in exceptional cases only, e.g. relocation of research activities) or the scientific area of the project, it will be necessary to submit a justified case to the Commission in writing, in advance of the change. This request must be accepted by the Commission before any such change takes place. It is not acceptable to report changes only within the periodic or final scientific reports.

In the event that the co-ordinator is changed (e.g. departure from the host institution), the Commission must be informed formally in writing in advance.

It is important to contact the Commission as soon as possible about circumstances likely to affect the project (Article 3(2)(g) of the general conditions).

Please note: Small adjustments to the project(s), in an extent that can be considered normal in successful research projects (e.g., design of new experiments because some of the planned experiments did not give the expected results or small changes in experimental protocols), can be approved following a request to change the abstract and recruitment advertisement displayed in the Commission web site, without the need to amend the contract.

Major deviations of the scientific area will only be accepted where the deviations are justified (e.g. due to advances in the scientific area and where the quality of the fellowship is not reduced). All such deviations in scientific area must be approved by the Commission services in advance.

4.4. Splitting in the Duration of Fellow's project / research training

Normally the period of the stay at the host institution of the fellow(s) for carrying out his/her (their) project should be continuous.

In very exceptional cases, the stay at the host institution could be broken into shorter periods, provided that this is in line with the research project and, in all cases, the sum of the duration of the stays are within the limits given in Section 2.6.

If the stay of a fellow needs to be split, this should be clearly mentioned in advance and duly justified, in terms of the compatibility with the research project. It is subject to the Commission approval on a case-by-case basis.

4.5. Part-time Work

The fellow(s) shall devote himself/herself full-time to the research work which is the subject of the project.

In exceptional cases (e.g. childcare), part-time work is allowed provided that the fellow does not carry out any other work. The duration of the project could be extended but should be approved by the Commission services. Under no circumstances this extension can involve an additional financial EC contribution.

A clear justification and a declaration that the fellow is not carrying out any other work has to be provided at the request of confirmation of the selected fellow and it is subject to the Commission approval.
If the Commission approves, the part-time work should be mentioned and clearly defined in the agreement with the fellow, as set out in Article 4(1)(h) of the general conditions.

4.6. Place for Carrying out the Research

The research of the fellowship should be carried out at the place mentioned in Annex I to the contract, i.e., at the host institution (for SME's under the *Industry Host* scheme this may include a location at the Research Partners' premises). However, the fellow(s) may in exceptional cases, and with the prior approval of the Commission, spend a short period conducting part of his/her (their) project(s) outside the host institution, with the exception of the country of his/her (their) nationality. Only in very exceptional cases, when it is indispensable for the project(s), and the research cannot be carried out anywhere else in the Member or Associated States and it is clearly indicated in the proposal, a limited stay in the country of nationality might be accepted provided it has been approved in advance by the Commission.

4.7. Intellectual Property Rights

The rules for the Intellectual Property Rights (IPR) are determined by the host institution in accordance with national law and local practice (Article 9(1) of the general conditions). The rules should be set out in the agreement (Article 4(1)(k) of the general conditions).
Rules on IPR are given in Articles 9 and 10 of the general conditions.

4.8. Publication of Results

The Commission encourages the results of the research to be published using the normal means of disseminating research results.

When results are published (including on the Internet) a reference to the Community support should be made (Article 11(1) of the general conditions) by including a sentence as follows: **"This research has been supported by a Marie Curie Fellowship of the European Community programme <NAME OF THE PROGRAMME> under contract number <NUMBER OF CONTRACT>"** (fill in the relevant data specific to the fellowship and the reference number of the fellow(s)).

The host institution need not ask the Commission for permission to publish research results. There is neither any need to ask the Commission for permission for the fellow(s) to make conference travels to other countries, even outside the European Community.

The Commission may publish the information given in the reports, unless the host institution requests explicitly that the information should be kept confidential (Article 11(2) and (3) of the general conditions).

Rules on publicity and confidentiality are given in Article 11 of the general conditions.

4.9. Maternity Leave

As specified in Article 4(1)(j) of the general conditions, the fellow(s) shall inform the host institution about the pregnancy as soon as possible and the host institution is required to notify the Commission in case of a maternity leave and its consequences pursuant to the applicable national law under Article 3(2)(g) of the general conditions.

Please note: The rules for maternity leave in Individual fellowships are different from those in Host fellowships. Therefore, in case of a maternity leave, please contact immediately the Commission services.

4.10. Early Termination

If the contractor wants to terminate the fellowship contract with the Commission before its planned end, the host institution shall request termination of the contract in accordance with Article 8(1)(a) of the general conditions.

The final reports must then be submitted to the Commission as described in Section 3.3.

If (a) fellow(s) wants to terminate the project(s) which he/she (they) is (are) carrying out before its (their) planned end, the co-ordinator should inform the Commission services. This means that

a certain number of fellow-months remain unused, which can be used for another fellow if there are still enough fellow-months. This has to be done through a new selection procedure. Note that in any case the contract time limit of 48 months needs to be respected.

4.11. Follow-up of the Fellowship

During the project(s), the Commission may contact the fellow(s), the co-ordinator / scientist in charge and other persons at the host institution in order to obtain information about the performance of the contract. The host institution should provide reasonable assistance to the Commission (Article 3(2)(i) of the general conditions).

4.12. Impact Assessment of the Fellowships

The Commission will perform impact assessment studies to measure the importance of the Marie Curie Fellowship schemes for European science and the long-term benefit to the fellows. The results will indicate the need for future developments of Marie Curie Fellowship schemes. The studies depend on the feedback from the researchers involved. By contributing to the study both the fellow(s) and the co-ordinator / scientist in charge will play a key role in designing the future of European research.

For the impact assessment information may be requested at any time during the fellowship and up to three years after its completion. A first questionnaire will be sent to the fellow(s) and the co-ordinator / scientist in charge at the start of the fellowship. A second questionnaire will be sent two years after the end of the fellowship. To guarantee reliable results, as many fellows and co-ordinators / scientists in charge as possible should participate. Consequently, it is important to authorise the Commission to use future contact details after the end of the fellowship (address, email etc.), and to inform the Commission about any changes concerning this information. It can be assured that personal information will be treated strictly confidential.

5. Addresses and Contact Points

5.1. Further Information

5.1.1. Marie Curie Fellowships web-site

The Commission web site for Marie Curie Fellowships can be found on the Human Potential Programme web page http://www.cordis.lu/improving. This contains useful information and links.

5.1.2. Contact Points

Any questions regarding the implementation of the Marie Curie fellowship contract should be addressed to the following, in this order:

- the host institution;
- the National Contact Points, whose contact information is available on the following web site **http://www.cordis.lu/fp5/src/ncps.htm**;
- the Commission services within the specific programme having awarded the fellowship; the contact information is available in the Guide for Proposers on the web site cited above.

5.1.3. Marie Curie Fellowship Association (MCFA)

The Marie Curie Fellowship Association (MCFA) provides a common forum for Marie Curie fellows across Europe. Fellows are encouraged to join the association and participate in its activities.

The main objectives of MCFA are to create a clear and visible identity for Marie Curie fellowships throughout Europe; to provide an international network for communication between fellows and the world of research and industry; and to increase the appreciation and understanding of science by the general public.

In addition, the MCFA Local/National groups organise activities and provide "Welcome Packs" for newly arrived fellows in their host country.

As well to the promotions of fellowships vacancies provided through the European Commission's Web site, the MCFA can also help to promote such opportunities by creating a direct link from the association's Web site. The MCFA web site is **http://www.mariecurie.org**.

The contact person and address for the MCFA is:

Jennifer McClarey
MCFA Secretariat
1A rue du Champs de Mars
B-1050 Brussels
Belgium

Tel.: +32 2 511 0678
Fax: +32 2 511 5055
E-mail: mcfa@mariecurie.org

5.2. Submission of Payment Requests, Reports etc.

In all communication with the Commission, please mention the contract number. All formal correspondence with the Commission, including the payment requests and the reports, should be sent by **registered letter with acknowledgement of receipt** to the specific programme having awarded the fellowship. The postal address and other contact information of the person responsible for contractual matters is listed below, but may change over time. A valid list is available on the electronic version of this document, available at the Commission website **http://www.cordis.lu/improving**

Specific Programme	**Contact Person for Contract Information**	**Postal Address of the Contact Person**
Human Potential	*Marie Curie Host Fellowships:* Mr. José Das Neves Office: SDME 3/23 E-mail: jose.das-neves@cec.eu.int Fax: +32-2-296.21.33 Telephone: +32-2-298.44.68	European Commission DG Research – Unit D2 Human Potential Programme Marie Curie Fellowship Contracts Rue de la Loi 200 B-1049 Brussels, Belgium
Quality of Life	Mr Gabriel Karajian Office: SDME 8/1 E-mail: Gabriel.Karajian @cec.eu.int Fax: +32-2-2960540 Telephone: +32-2-2957171	European Commission DG Research – Unit F4 Quality of Life Marie Curie Fellowship Contracts Rue de la Loi 200 B-1049 Brussels, Belgium
User-friendly Information Society	Mr David Cornwell Office: BU33 4/26 E-mail: David.Cornwell@cec.eu.int Fax: +32-2-2968554 Telephone: +32-2-2968664	European Commission DG Information Society – Unit F5 IST Programme Marie Curie Fellowship Contracts Rue de la Loi 200 B-1049 Brussels, Belgium
Competitive and Sustainable Growth	Ms Rejane Vercruysse Office: MO75 00/56 E-mail: rejane.vercruysse@cec.eu.int Fax: +32-2-2966420 Telephone: +32-2-2953115	European Commission DG Research – Unit K4 Growth Programme Marie Curie Fellowship Contracts Rue de la Loi 200 B-1049 Brussels, Belgium
Energy, Environment and Sustainable Development	Ms Karin Kristensen Office: SDME 7/18 E-mail: Karin.Kristensen@cec.eu.int Fax: +32-2-2963024 Telephone: +32-2-2956481	European Commission DG Research – Unit I6 Energy, Environment and Sustainable Development Marie Curie Fellowship Contracts Rue de la Loi 200 B-1049 Brussels, Belgium